Solicitation open to:	**All Interested Afghan Nationals**
Position Title:	**Project Management Assistant (Democracy & Governance)**
Type of vacancy:	**Multiple Positions**
Opening date:	**January 06, 2014**
Closing date:	**January 20, 2014**
Vacancy announcement #:	**USAID/306/14/33/ODG**
Work Hours:	**40 hours (Full time)**
Position Grade:	**FSN-08**

USAID/Afghanistan is seeking individuals for multiple positions as Project Management Assistant (Democracy & Governance) in the Office of Democracy & Governance (ODG) Office.

BASIC FUNCTION OF THE POSITION:

The Office of Democracy and Governance has four Technical Teams: Governance; Rule of Law and Anti-Corruption; Justice, Elections and Political Parties; and Civil Society and Media. The Project Management Assistant will be assigned to one of the Technical Teams and work under the supervision of the Office Director/Deputy Directors and/or respective Technical Team Leader. The incumbent is responsible for providing administrative and technical support in the management of ODG assistance programs under the guidance of the respective Contracting/Agreement Officer (C/AOR).

Serving as the fully qualified Project Management Assistant the incumbent will be responsible for tracking and reporting on assigned democracy and governance program activities executed by ODG's Technical Team(s). The incumbent will be an active participant in planning and preparing new undertakings that engage and integrate USAID/ Afghanistan cross-cutting development priorities in ODG programs. In addition, the incumbent will maintain and update USAID/Afghanistan's program information systems as pertains to ODG activities, prepare necessary program implementation documents, and assist ODG staff in all phases of democracy and governance program planning, implementation, and evaluation processes and functions.

a. Program/Project Design and Management:

As Program Management Assistant the incumbent provides administrative and technical support to designated ODG activity managers and respective Contracting/Agreement Officer Representative (C/AOR) in managing USAID/Afghanistan development programs in Afghanistan in the following areas: Governance; Rule of Law and Anti-Corruption; Justice, Elections and Political Parties; and Civil Society and Media. Under guidance from cognizant technical officers, the incumbent prepares standard USAID/Afghanistan program management documents, correspondence, procurement documents, and maintains ODG program files.

b. Supporting Mission Strategy:

As assigned by the Technical Team Lead and after receiving necessary training from USAID/Afghanistan, assists in reviewing Mission activities for compliance with U.S laws, USAID regulations and policies, international laws, and bilateral international agreements between the USG and the Government of the Islamic Republic of Afghanistan (GIRoA). S/He contributes to the drafting of performance reviews and other required reports as assigned. Within ODG, s/he participates in strategy and program reviews and comments on other activity managers' project

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documents as requested. S/He assists in drafting technical justifications for new activities and/or for changes to ongoing activities and programs. Coordinates with other Mission teams when their programs intersect with democracy and governance assistance objectives and provides input on DG issues as necessary.

c. Country Analysis and Program Reporting:

S/He supports senior development professionals (including U.S., Third Country National and Foreign Service National) by performing a variety of research, analytical and reporting functions across the full range of development assistance competencies. Draws on host-country and original source material to provide analysis and reports on general trends of democracy assistance activities in Afghanistan, and provides reporting in the specific area of responsibility of the Technical Team to which assigned. Participates in the drafting of annual and semi-annual performance reviews, Notifications to Congress, briefing memoranda and other required reports, as assigned. In coordination with implementing partner representatives and other knowledgeable/interested parties, prepares briefing materials for U. S. and host nation officials on the state of democracy development in Afghanistan, needed reforms and counterpart actions, constraints to progress, and other related issues.

QUALIFICATIONS REQUIRED:

Education: Completion of secondary school and completion of at least two (2) years of university or college education in business administration, economics, international development, social studies, liberal arts or other related fields (with certificate of completion) required.

Experience: A minimum of two (2) years of progressively responsible work experience in the fields of administration and/or management support with a development entity involved in programming design, management and implementation is required. Prior experience with the U.S. Government, international firm or donor agency is highly desirable.

Language: Level III (Good working knowledge) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge, Abilities and Skills: A thorough knowledge and understanding of the Afghan government, its institutions and practices; understanding of the current political situation is necessary. Contact with appropriate government officials is desirable. This must be complemented by subject knowledge of 1) the country's economic, political, and cultural characteristics, and 2) the social problems, resources, and development prospects/priorities for Afghanistan. Knowledge of statistical methodology and techniques is preferred. Must have knowledge, or the potential to acquire such knowledge of USG legislation relating to development assistance, USAID programming policies, regulations, procedures and documentation; and of the objectives, methodology, and status of the program and projects to which assigned.

Incumbent must have the ability to: organize, analyze and evaluate a variety of data and to present it in concise written and oral form; under limited supervision be able to assist in planning, developing, managing and evaluating important programs and projects; and furnish information and perspective in assigned areas with detachment and objectivity. The incumbent must be able to interact effectively with implementing partners, Afghan government counterparts and with key interlocutors in the non-governmental arena. Must be able to accurately record and convey information from these parties to USAID officials. Ability to function as part of a team and excellent computer skills (Microsoft Office Suite) are required.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to **afpakjobs@usaid.gov** and **AfUSAIDJobs@state.gov** with a **Subject line: (Project Management Assistant (Democracy & Governance) (ODG1433).**

ANY/ALL application submissions after the closing date of January 20, 2014 will NOT be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email outlining your qualifications and experience against the selection criteria.**

2. **Application for Employment as a Locally Employed Staff (DS-174)**
    http://kabul.usembassy.gov/job_opportunities2.html
    http://www.state.gov/documents/organization/136408.pdf **and/or**
3. **A current resume or curriculum vitae that provides the same information found on the DS-174;**
4. **Copies of degree or diploma earned that addresses the education qualification requirement of the position as listed above.**

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.

Note:
   ∅ **Only Short-listed candidates will be notified.**
   ∅ **This vacancy is only open to Afghan Nationals.**
   ∅ **Applications with insufficient information to make a determination will not be considered.**
   ∅ **No in-person appointments or telephone calls will be entertained.**
   ∅ **Female candidates are encouraged to apply.**